

STATE OF NEVADA

STATE EMERGENCY RESPONSE COMMISSION

ORIGINATED BY: Karen J. Kennard	ORIGINATED DATE: 01/09/03	APPROVED BY: SERC
REVISED BY: Karen J. Kennard	REVISED DATE: 4-12-07	
DATE ISSUED: 07/01/03	DATE EFFECTIVE: 07/01/03	SUBJECT: Funding of Grants
PROCESSED BY:	SPECIAL INSTRUCTIONS:	POLICY NO: SERC 8.5

Reference: NAC 459.99151 through 459.99153 and 459.99172 through 459.99174, inclusive

PRINCIPLE:

The State Emergency Response Commission distributes grant funds to the Local Emergency Planning Committees within each of the seventeen counties and eligible State agencies. For proper grant management, the SERC will provide funds on a reimbursement basis.

POLICY:

The State Emergency Response Commission may provide funding to grantees/subgrantees on a reimbursement basis. Upon request by the grantees/subgrantees, advanced funding for expenses over \$2,000 may be made.

PROCEDURES:

- A. During open grant cycles, applications will be submitted by LEPCs or State agencies. Applications will be reviewed by the Planning & Training Subcommittee, Funding Committee and approved as appropriate by the SERC.
- B. Grant awards will be prepared, signed by the Executive Director and sent to the grantee/subgrantee. Signature of the LEPC chair or head of the State agency on the grant award finalizes the agreement between the grantee/subgrantee and the SERC for the grant funding amount and purpose.
- C. For the purpose of these procedures, the SERC designates quarters based on a fiscal year, July to June, as follows:

1 st quarter	July – September
2 nd quarter	October – December
3 rd quarter	January – March
4 th quarter	April – June
- D. The following procedures will be implemented to provide the funds to the

grantee/subgrantee:

1. Reimbursement:

- a. The grantee/subgrantee will request reimbursement by completing and submitting a Financial Report form with the appropriate box checked. The submission must include dated invoices and proof of payment. Reimbursement will not be made for training that was not attended. Supporting documentation in requesting reimbursement for LEPC clerical assistance includes time sheets, LEPC log showing the time spent on LEPC business, mileage claims and the appropriate agenda, minutes, grant application, annual report, etc. Requests for reimbursement shall be submitted not later than 30 days after the last day of the quarter.
- b. If no expenditures have been made, a financial report indicating this is due the end of the month following the end of the quarter.
- c. Within 5 working days of receipt, SERC staff will conduct a desk audit of the report and information submitted. Expenses are examined to ensure compliance with federal and/or SERC terms and conditions. Discrepancies or questions will be immediately addressed with the submitting agency. Upon approval of the request, SERC staff will process the report for payment through the state Integrated Financial System within one day.
- d. A "Final" Financial Report is due 45 days after the end of the grant period. All remaining expenditures and supporting documentation must be submitted for reimbursement.

2. Advanced Funding:

- a. The grantee/subgrantee may make a request for advanced funding for purchases totaling more than \$2,000. The Financial Report with the appropriate box checked must be submitted with a copy of the purchase order showing the processing date and costs of purchase.
- b. Within 5 working days of receipt, SERC staff will verify the purchase is appropriate to the grant award and process the request for payment through the state Integrated Financial System.

- c. The grantee/subgrantee will report on expenditure of advanced funds by completing and submitting a Financial Report form with the appropriate box checked. The submission must include invoices and proof of payment. Funding will not be allowed for training which was not attended. Report of expenditure of advanced funds must be filed within 30 days of the date of the check. Failure to submit timely proof of payment may jeopardize future funding from the SERC.
- d. If the purchase is not timely completed or the advanced amount was more than the actual purchase price, the unspent funds must be returned to the SERC within 45 days of the date of the check. Failure to return unexpended funds timely may jeopardize all future funding from the SERC.